

CLEANING/MAINTENANCE INSTRUCTIONS:

Follow these instructions to correctly and safely care for your Holmes stand fan. Please remember:

- Always unplug the fan before cleaning or disassembling.
- Do not allow water to drip on or into the fan motor housing.
- Be sure to use a soft cloth moistened with mild soap solution.
- Do not use any of the following as a cleaner: gasoline, thinner, or benzine.

Fan Blade Cleaning:

(See instructions for fan head assembly on page 2, figure 4 )

STEP 1: To access the fan blade, remove the front grill and blade cap.

STEP 2: Clean the fan blade, front and rear grills with a soft, moist cloth.

STEP 3: Replace blade, tighten blade cap, and securely fasten the front grill.

Fan Head, Base, and Pole Cleaning:

Using a soft, moist cloth, with or without a mild, soap solution, carefully clean the fan base, pole, and head. Please use caution around the motor housing area. Do not allow the motor or other electrical components to be exposed to water.

FAN STORAGE:

Your fan can be stored in the off-season either partially disassembled or assembled. It is important to keep it in a safe, dry location.

- If stored disassembled, we recommend using the original (or appropriately sized) box.
- If stored assembled or partially assembled, remember to protect the fan head from dust.

SERVICE INSTRUCTIONS

1. Do NOT attempt to repair or adjust any electrical or mechanical functions on this unit. Doing so will void the warranty.
2. If you have any questions regarding this unit's operation or believe any repair is necessary, please write to our consumer service department.
3. If you need to exchange the unit, please return it in its original carton, with a sales receipt, to the store where you purchased it. If you are returning the unit more than 30 days after the date of purchase, please see the enclosed warranty.
4. If you have any other questions or comments, please write:

The Holmes Group, Inc.  
CONSUMER SERVICE DEPARTMENT  
P.O. Box 769,  
Milford, MA 01757-0769

or visit our website at [www.holmesproducts.com](http://www.holmesproducts.com)

For your own records, staple or attach your sales receipt to this manual. Also, please take a moment to write the store name/location and date purchase below.

|                 |                       |
|-----------------|-----------------------|
| STORE NAME:     |                       |
| LOCATION:       |                       |
| DATE PURCHASED: |                       |
|                 | (STAPLE RECEIPT HERE) |

THREE (3) YEAR LIMITED WARRANTY  
SAVE THIS WARRANTY INFORMATION

- A. The quality controls used in the manufacture of this Holmes product are to ensure your satisfaction.
- B. This Warranty applies to the original purchaser of this product.
- C. This Warranty applies ONLY to repair or replacement of any supplied or manufactured parts of this product that, upon inspection by Holmes authorized personnel, proves to have failed in normal use due to defects in material or workmanship. Holmes will determine whether to repair or replace the unit. This Warranty does not apply to installation expenses.
- D. Operating this unit under conditions other than those recommended or at voltages other than the voltage indicated on the unit, or attempting to service or modify the unit, will render this WARRANTY VOID.
- E. Unless otherwise proscribed by law, Holmes shall not be liable for any personal injury, property or any incidental or consequential damages of any kind (including water damage) resulting from malfunctions, defects, misuse, improper installation or alteration of this product.
- F. All parts of this Holmes product are guaranteed for a period of 3 years as follows:
  1. Within the first 30 days from date of purchase, the store from which you purchased your Holmes product should replace this product if it is defective in material or workmanship (provided the store has in-stock replacement.)
  2. Within the first 3 years from date of purchase, subject to the conditions in paragraph H, Holmes will repair or replace the product if it is defective in material or workmanship providing it is returned to Holmes, freight prepaid, with PROOF OF PURCHASE date, together with \$7.50 for handling and return packing/shipping charges.
- G. If you have any problem with this product, please write our Consumer Service Department.
- H. IMPORTANT RETURN INSTRUCTIONS Your warranty depends on your following these instructions if you are returning the unit more than 30 days after the date of purchase:
  1. Carefully pack the item in its original carton or other suitable box to avoid damage in shipping.
  2. Before packing your unit for return; be sure to enclose:
    - a) your name, full address with zip code and telephone number,
    - b) a dated sales receipt or PROOF OF PURCHASE,
    - c) your \$7.50 check for return packaging, and
    - d) The model number of the unit and the problem you are having. (Enclose in an envelope and tape directly to the unit before the box is sealed.)
  3. Holmes recommends you insure the package (as damage in shipment is not covered by your warranty).
  4. All shipping charges must be prepaid by you (as noted in paragraph F).
  5. Mark the outside of your package:

HOLMES  
THE HOLMES GROUP, INC.  
CONSUMER RETURNS  
32B SPUR DRIVE  
EL PASO, TX 79906

SHIPPING AND HANDLING CHARGES: \$7.50

This warranty gives you specific legal rights, and you may have other rights which vary from state to state. The provisions of this warranty are in addition to, and not a modification of, or subtraction from, the statutory warranties and other rights and remedies contained in any applicable legislation. To the extent that any provision of this warranty is inconsistent with any applicable law, such provision shall be deemed voided or amended, as necessary, to comply with such law.

Owner’s Guide

Holmes®

20” Oscillating  
Power Stand  
Fan

HASF2009



PLEASE READ AND SAVE THESE IMPORTANT INSTRUCTIONS

# PLEASE READ AND SAVE THESE IMPORTANT SAFETY INSTRUCTIONS

When using electrical appliances, basic safety precautions should always be followed to reduce the risk of fire, electric shock, and injury to persons, including the following:

- 1) Read all instructions before using the appliance.
- 2) To avoid fire or shock hazard, plug the appliance directly into a 120V AC electrical outlet.
- 3) Keep the cord out of heavy traffic areas. DO NOT let the cord hang over the edge of a table or counter. To avoid fire hazard, NEVER put the cord under rugs, near heat registers, radiator, stoves, or heaters.
- 4) To protect against electrical hazards, DO NOT immerse in water or other liquids. Do not use near water.
- 5) Close supervision is necessary when any appliance is used by or near children, or by disabled people.
- 6) Always unplug the fan before moving it, putting on or taking off parts, cleaning, or whenever the fan is not in use. Be sure to pull by the plug and not the cord.
- 7) Avoid contact with moving parts. DO NOT operate without fan grills properly in place.
- 8) DO NOT operate any appliance with a damaged cord or plug, if motor fan fails to rotate, after the appliance malfunctions, or if it has been dropped or damaged in any manner. Return appliance to manufacturer for examination, electrical or mechanical adjustment, or repair.
- 9) DO NOT operate in the presence of explosive and/or flammable fumes.

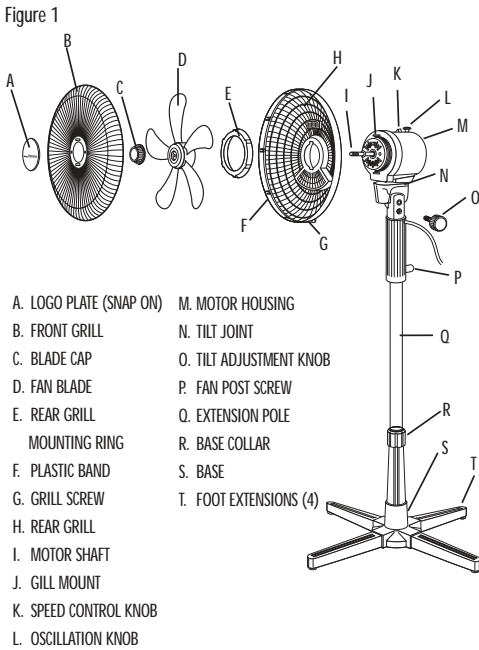


THIS PRODUCT IS EQUIPPED WITH A POLARIZED AC (Alternating Current) PLUG (a plug having one blade wider than the other). This plug will fit into the power outlet only one way. If the plug does not fit fully into the outlet, reverse the plug. If it still does not fit, contact qualified personnel to install the proper outlet.

DO NOT DEFEAT THE SAFETY PURPOSE OF THIS POLARIZED PLUG IN ANY WAY

- 10) Use appliance only for intended household use as described in this manual. Any other use not recommended by the manufacturer may cause fire, electric shock, or injury to persons. The use of attachments not recommended or sold by The Holmes Group may cause hazards.
- 11) DO NOT use outdoors.
- 12) Always use on a dry, level surface.
- 13) Keep unit away from heated surfaces and open flames.
- 14) WARNING: To reduce the risk of fire or electric shock, DO NOT use this fan with any solid-state speed control device.
- 15) DO NOT attempt to repair or adjust any electrical or mechanical functions on this unit. Doing so will void your warranty. The inside of the unit contains no user serviceable parts. All servicing should be performed by qualified personnel only.

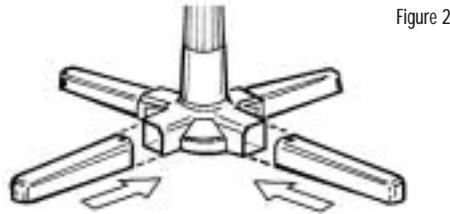
# PLEASE READ AND SAVE THESE IMPORTANT SAFETY INSTRUCTIONS



## ASSEMBLY INSTRUCTIONS:

### Base Assembly:

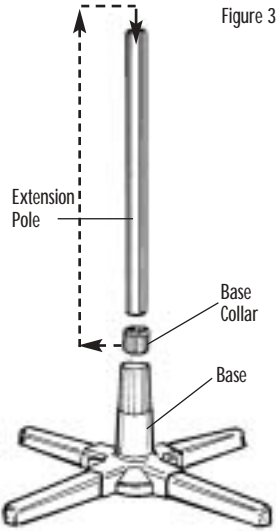
You will need the base and four extension legs. Push in the small tab on each extension and snap into base.



### Pole Assembly:

You will need the completed base and extension pole.

- STEP 1: Remove the base collar from the base by turning counterclockwise.
- STEP 2: Take the extension pole, with the solid end down, and insert it into the base. The hollow end of the pole (with the screw hole) will be facing up.
- STEP 3: PReplace the base collar over the extension pole, slide it down the pole, and secure it to the base by turning clockwise.



### Fan Head Assembly:

You are now ready to assemble the fan head (See Figure #1)

- Step 1: Position the rear grill over the motor shaft, making certain the 2 notches at the top and bottom of the rear grill fit over the 2 prongs on the motor housing. Please make sure the rear grill fits securely against the motor housing.
- Step 2: Secure the rear grill in its place using the rear grill mounting nut. Turn this nut clockwise and tighten firmly.

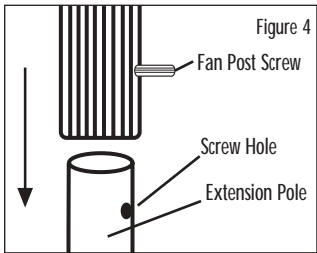
- Step 3: Slide the fan blade, with the hollowed interior of the blade facing towards the rear grill firmly onto the motor shaft. Make sure the shaft protrudes from the front of the blade.
- Step 4: Secure fan blade onto the motor shaft by turning the blade cap in a counter-clockwise direction until it is firmly in place.
- Step 5: Prepare the front grill by simply snapping the circular front grill logo plate in place.
- Step 6: Center the front grill by aligning the Holmes logo so it is horizontal and parallel to the floor. Then secure the front and rear grills completely together by snapping into place. Lastly, tighten the grill screw at the bottom of the rear grill.

### Final Assembly:

First, place fan head assembly onto the extension pole, lining up the fan post screw with the hole in the extension pole. Then, simply insert the fan post screw into the hole and tighten until a secure fit is obtained. Lastly, insert the tilt adjustment knob into the neck joint and tighten in place.

NOTE: If your fan does not have a screw hole in the extension pole but instead has an indentation around the top of the pole; please do the following:

- Step 1: First, place the fan head assembly onto the extension pole and tighten the fan post screw until a secure fit is obtained.
- Step 2: Insert the tilt adjustment knob into the neck joint and tighten in place.



## OPERATING INSTRUCTIONS:

- STEP 1: Set fan on a dry, level surface.
- STEP 2: Plug cord into any standard 120V AC outlet. Please make sure the selector (speed) control is in the OFF position. Selector (speed) control is located on the top of the fan motor housing.
- STEP 3: The SPEED is adjusted by turning the control knob to the desired setting, Off-Hi-Med-Lo.
- STEP 4: The OSCILLATION control knob is located on the top of the fan motor housing. To start oscillation, push control knob down. To stop oscillation, pull control knob up.

## ADJUSTMENT INSTRUCTIONS:

### Tilt Adjustment:

Follow these instructions to tilt the Fan Head for upward angle air movement.

- Step 1: To change the tilting angle of the fan head, simply loosen the Tilt Adjustment Knob (see fig. 1).
- Step 2: Move the fan head to the desired angle, then firmly tighten the knob to lock in place.

### Height Adjustment:

Follow these instructions to adjust the height of the fan.

- Step 1: Turn the extension pole base collar (see figure 3) counter-clockwise to loosen pole.
- Step 2: Adjust the pole to the desired height, and firmly tighten collar in a clockwise direction.